

# CITY OF ST. LOUIS GOVERNMENT

## OFFICE PAPER RECYCLING PROGRAM

OCTOBER 2009

Printed on post-consumer recycled paper



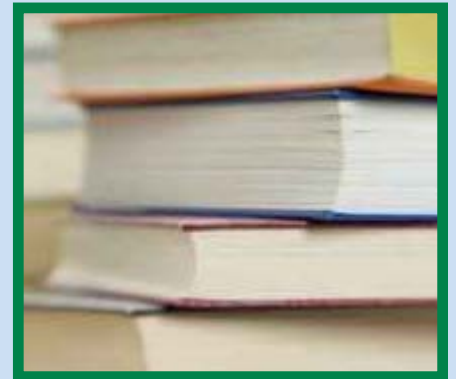
### INCLUDE:

- ✓ accounting paper
- ✓ adding machine tapes
- ✓ blueprints
- ✓ bond paper (any color or white)
- ✓ brochures
- ✓ carbonless forms
- ✓ computer printouts
- ✓ copy, fax, printer paper
- ✓ envelopes (including plastic windows)
- ✓ index cards
- ✓ invoices
- ✓ legal papers
- ✓ letterhead
- ✓ magazines
- ✓ mail
- ✓ manila file folders
- ✓ newspapers
- ✓ notepad paper
- ✓ obsolete files
- ✓ stationery
- ✓ timecards



### DO NOT INCLUDE:

- ✗ bathroom waste
- ✗ binder clips
- ✗ books (hardback or paperback)
- ✗ construction paper
- ✗ corrugated cardboard
- ✗ food waste
- ✗ glass



- ✗ hanging file folders
- ✗ kitchen waste
- ✗ Kraft/brown packing paper
- ✗ large metal clips/fasteners
- ✗ metal binders
- ✗ plastic
- ✗ telephone books
- ✗ wood

### NOTE:

There is no need to remove paper clips, rubber bands, staples, sticky notes, or tape.

The City also contracts for document shredding services, which includes recycling of that paper. For details, please contact the Supply Division or e-mail the Refuse Division .

City employees recycled 134 tons of office paper in 2008 (saving 7-9 trees), 78 tons in 2007, 67 tons in 2006, and 42 tons in 2005.

In addition to the environmental benefits of recycling, our City avoids disposal costs by not landfilling used office paper (and can earn revenue on it).

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## Material Categories for Reusing and Recycling

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Our City has contracts to ensure that these items are properly reused and/or recycled. For details, please contact the Supply Division or the Refuse Division:

- Appliances
- Batteries - Automotive
- Electronics
- Fluorescent Lamps
- Metals
- Oil - Motor
- Tires

Our City participates in an industry-funded program that ensures that these items are properly reused or recycled. Please contact the Refuse Division to sign up for service:

- Batteries - Rechargeable
- Cellular Phones

For more information about how you can reduce, reuse, and recycle in your work area, please visit our website at <http://stlouis.missouri.org/citygov/recycle/citygovernment.html>.



Please interoffice these items to the Refuse Division, for use in our K-12 education program (e.g., arts and crafts projects, games, educational tools, etc.):

- Electronic Media  
(e.g., compact discs/CDs, floppy disks)

For reuse and recycling of the following items, please contact the Refuse Division with your details (e.g., quantities, types, dimensions, location, etc.):

- Books (hardback and paperback)
- Containers (e.g., aluminum, glass, plastic, steel cans, bottles, jars, jugs)
- Corrugated Cardboard
- Pallets
- Telephone Books
- Textiles